

15 July 2024, Brussels

Euromines is looking for a Communication and Events Manager

Location: Brussels, Belgium (EU environment)

Type: Full-time contract

Reports to: Euromines Director General

About Euromines: Euromines is at the forefront of the EU Raw Materials mining sector, committed to enhancing the industry's role in Europe's sustainable and economic growth. We are recognized for our dynamic contributions to the industry landscape and advocacy efforts within the EU.

Role Overview: We are seeking a highly skilled Communication and Events Manager to elevate Euromines' visibility and leadership in the EU Raw Materials sector. The ideal candidate will excel in fast-paced environments, managing multiple deadlines while maintaining an organized and structured approach. This role is pivotal in advancing our strategic goals through impactful communication and memorable events.

Key Responsibilities:

- **Strategic Communication & Social Media:**
 - Develop and implement the Euromines social media strategy to enhance our online presence.
 - Plan, create, and publish engaging content across Euromines' communication channels, ensuring alignment with strategic objectives.
 - Monitor and report on media, including social media trends and performance metrics.
- **Content Development & Brand Consistency:**
 - Produce and oversee the creation of communication materials that enhance Euromines' visibility and resonate with target audiences.
 - Ensure all promotional content and event materials consistently reflect Euromines' branding guidelines.
 - Advise internal teams and partners on branding and communication best practices.
- **Event Management:**
 - Lead the planning, organisation, and execution of high-quality events targeting diverse audiences, including political stakeholders.
 - Ensure events are delivered on time, within budget, and in line with Euromines' brand and strategic goals.
 - Identify opportunities to promote Euromines through events and develop associated promotional materials.
- **Stakeholder Engagement:**
 - Represent Euromines at events and in social media networks and liaise with key stakeholders within the EU and investment community.
 - Foster relationships with stakeholders to support Euromines' communication and advocacy efforts.

- **Internal Communication:**

- Coordinate internal communication activities, including managing the Euromines Communications Committee and the Sustainable Mining Initiative.
- Draft and edit content for the Euromines website, intranet, and newsletters.
- Develop materials to support internal communication and staff engagement initiatives.
- Contribute to the ongoing development of Euromines' SharePoint intranet.

Qualifications:

- Proven experience in communication roles, with a focus on social media, internal communication, and content creation. Ideally 5-7 years' experience in a similar role.
- Experience in technical communication tools and software (e.g., Canva, Microsoft 365, SharePoint Online, WordPress).
- Excellent organisational and project management skills with the ability to prioritise tasks effectively.
- Open and positive personality.
- Strong team player with a proactive, hands-on approach and attention to detail.
- Excellent written English and additional EU languages are a plus.
- Editorial experience in creating and managing written and graphic content is desirable.

Desired Attributes:

- Ability to distil complex information into clear and engaging content.
- Creative thinker with innovative ideas for communication and event promotion.
- Strong interpersonal skills to effectively liaise with a wide range of stakeholders.
- Commitment to maintaining high standards in all aspects of work.

What Euromines offers

- An international working environment with a leading European trade association.
- Opportunities to grow, take initiative and work with an ambitious team.
- An attractive remuneration package (incl. fringe benefits) commensurate with qualifications and experience.
- Full-time, permanent contract with home office possibility.
- Euromines is an equal opportunity employer and encourages applications from all qualified individuals.

Starting date

1st September or ASAP

How to Apply:

Interested candidates should submit a resume and cover letter detailing their qualifications and experience relevant to this role to bairami@euromines.be by latest 31st August 2024.